

Business Program: RETAIL / OFFICE

The Miami-Dade County Green Business Certification Program has developed this self-evaluation based on environmental, economic and social sustainability practices. This self-audit will come in handy when the Certification Program is formally launched.

This evaluation is comprised of best management practices, that when followed, will help green your business. At the end of the audit, you can add up a total score and receive a green rating evaluation based on your answers to the questions in each sustainability area.

To be considered a certified Green Business, a checkmark for each required practice earns you **2 points**. Checkmarks for each additional practice count for **1 point**. A minimum of **86 points** for meeting all Required Practices listed below is needed to achieve Green Certification.

General Information:

Name of Business:

Address:

City:

State:

Zip Code:

Mailing Address if Different:

Web Address:

Number of Employees:

Primary Contact:

Title:

Contact Phone Number:

Fax:

Email Address:

Local Business Tax License No.

Name of City/Private Company Providing Recycling:

North American Industry Classification System (NAICS) Code:

Consumption / Generation Data:

Report period: from ____ (mm) ____ (yyyy) to ____ (mm) ____ (yyyy)

Type	Consumption / Generation	Cost	Estimate	N/A
Hazardous Waste (Ton/Gal)/(cy ³)				
Solid Waste (Ton/Gal)/(cy ³)				
Electricity (kWh)				
Natural Gas (cy ³)				
Water (gallons/day)				
Total Cost (\$)				

Waste Reduction:		
Conservation Practices:	YES	
Required Certification Practices		
1. Recycle or reuse of paper (including cardboard and office paper)	<input type="checkbox"/>	
2. Recycle glass, plastic and aluminum	<input type="checkbox"/>	
3. Compost organics such as food and yard discards	<input type="checkbox"/>	
4. Reduce use of plastic bags (use paper bags with minimum 40% of post-consumer product instead)	<input type="checkbox"/>	
5. Minimize packaging (e.g. individually wrapped items)	<input type="checkbox"/>	
6. Eliminate use of disposal wares with permanent ware in the lounge room (use refillable container for condiments):	<input type="checkbox"/>	
7. Purchase materials with minimum percentage of post consumer waste (50% for marketing materials; 35% for janitorial paper)	<input type="checkbox"/>	
8. Make two sided printing or copying as default practice	<input type="checkbox"/>	
9. Have a recycling program that meets Miami-Dade County commercial or modified program standards	<input type="checkbox"/>	
Additional Practices:	YES	NO
10. Collect and properly dispose of hazardous waste (batteries, electronic devices or fluorescent light bulbs)	<input type="checkbox"/>	<input type="checkbox"/>
11. Encourage employees to use less disposable items	<input type="checkbox"/>	<input type="checkbox"/>
12. Use recycled paper	<input type="checkbox"/>	<input type="checkbox"/>
13. Practice efficient copying by using size reduction feature (e.g. print two pages of documents on one page)	<input type="checkbox"/>	<input type="checkbox"/>
14. Reduce paper used for communication (use online service)	<input type="checkbox"/>	<input type="checkbox"/>
15. Donate, sell or exchange unwanted but useable items	<input type="checkbox"/>	<input type="checkbox"/>
16. Recycle wood pallets	<input type="checkbox"/>	<input type="checkbox"/>
17. Recycle printer/toner cartridges	<input type="checkbox"/>	<input type="checkbox"/>
18. Conduct Pollution Prevention assessments or waste audits	<input type="checkbox"/>	<input type="checkbox"/>
19. Practice segregation of wastes to promote recycling	<input type="checkbox"/>	<input type="checkbox"/>
20. Established waste reduction Best Management Practices (BMP)	<input type="checkbox"/>	<input type="checkbox"/>
21. Stock or sell products made with recycling content	<input type="checkbox"/>	<input type="checkbox"/>
22. Reduce number of garbage bin liners by reusing bags, having unlined bins (recycle bin should not have liner bags)	<input type="checkbox"/>	<input type="checkbox"/>
23. Encourage the use tap water instead of bottled water	<input type="checkbox"/>	<input type="checkbox"/>
24. Any other practices to reduce waste: _____		
Total Score for Waste Reduction:		

Energy Conservation:		
Conservation Practices:	YES	
Required Certification Practices		
1. Conduct regularly scheduled maintenance for high electricity use appliances (i.e., air conditioner or refrigerator)	<input type="checkbox"/>	
2. Regularly clean and inspect HVAC system (include refrigerator system for restaurant business)	<input type="checkbox"/>	
3. Monitor electricity bills for unexpected increases	<input type="checkbox"/>	
4. Replace light bulbs (T-12 fluorescent) with energy-efficient (T-8 or T-5) bulbs or other equivalent efficient lighting	<input type="checkbox"/>	
5. Reduce number of lamps/fixtures where appropriate	<input type="checkbox"/>	
6. Improve sign efficiency by using LED signs, electroluminescent, photoluminescent or other applicable signs	<input type="checkbox"/>	
7. Use or invest in renewable energy	<input type="checkbox"/>	
8. Replace equipment with energy saving features (e.g. Energy Star®)	<input type="checkbox"/>	
Additional Practices:	YES	NO
9. Use power management software/plug load to save energy	<input type="checkbox"/>	<input type="checkbox"/>
10. Turn off power when leaving room or after hours (use reminders)	<input type="checkbox"/>	<input type="checkbox"/>
11. Use sleep or standby mode on equipment	<input type="checkbox"/>	<input type="checkbox"/>
12. Use dual occupancy sensors in low occupancy areas	<input type="checkbox"/>	<input type="checkbox"/>
13. Increase lighting efficiency by installing optical reflector or diffuser	<input type="checkbox"/>	<input type="checkbox"/>
14. Turn off the lights while daylight is sufficient	<input type="checkbox"/>	<input type="checkbox"/>
15. Use appliances to promote air circulation (i.e., ceiling fan)	<input type="checkbox"/>	<input type="checkbox"/>
16. Use window film to reduce solar heat	<input type="checkbox"/>	<input type="checkbox"/>
17. Set thermostat to 76°F for cooling, 68°F for heating	<input type="checkbox"/>	<input type="checkbox"/>
18. Conduct annual energy audits	<input type="checkbox"/>	<input type="checkbox"/>
19. Change A/C filters frequently	<input type="checkbox"/>	<input type="checkbox"/>
20. Use photovoltaic energy for exterior night illumination	<input type="checkbox"/>	<input type="checkbox"/>
21. Use non-heat producing light bulbs	<input type="checkbox"/>	<input type="checkbox"/>
22. Any other practices to save energy: _____		
Total Score for Energy Conservation:		

Water Conservation:		
Conservation Practices:	YES	
Required Certification Practices		
1. Review water bills monthly for indication of leaks or other problems	<input type="checkbox"/>	
2. Monitor water meter readings regularly	<input type="checkbox"/>	
3. Replace appliances with water efficient models bearing the EPA WaterSense Program logo. This includes high efficient toilets, faucets, showerheads and urinals	<input type="checkbox"/>	
4. Post signs in restrooms and lounge room to encourage water conservation and reporting of leaks	<input type="checkbox"/>	
5. Clean surfaces using dry sweeping methods	<input type="checkbox"/>	
6. Monitor and reduce use of continuous flow fixtures	<input type="checkbox"/>	
7. Adjust irrigation system for proper coverage and less runoff	<input type="checkbox"/>	
Additional Practices:	YES	NO
8. Operate dishwashers only when fully loaded (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9. Replace water-cooled equipment with air-cooled ones	<input type="checkbox"/>	<input type="checkbox"/>
10. Install self-closing faucets (not to exceed 0.5 gpm)	<input type="checkbox"/>	<input type="checkbox"/>
11. Reduce water pressure to less than 50 psi by installing pressure reducing valves	<input type="checkbox"/>	<input type="checkbox"/>
12. Switch from periodic cleaning to as required cleaning schedule	<input type="checkbox"/>	<input type="checkbox"/>
13. Check irrigation timers and limit hours of irrigation	<input type="checkbox"/>	<input type="checkbox"/>
14. Install a sub-meter for outdoor water usage to better monitor for leaks and excessive use	<input type="checkbox"/>	<input type="checkbox"/>
15. Plant Florida-Friendly (drought tolerant) plants	<input type="checkbox"/>	<input type="checkbox"/>
16. Adjust and monitor water use for cooling tower (maintain TDS and conductivity concentration to meet manufactures' specifications) Increase the number of cycles in the cooling tower if possible	<input type="checkbox"/>	<input type="checkbox"/>
17. Use reclaimed water or harvest rainwater for plant irrigation	<input type="checkbox"/>	<input type="checkbox"/>
18. Any other practices to save water: _____		
Total Score for Water Conservation:		

Pollution Prevention:		
Conservation Practices:	YES	
Required Certification Practices		
1. Periodically evaluate actual and potential sources of pollution	<input type="checkbox"/>	
2. Reduce or eliminate the use of toxic cleaning products	<input type="checkbox"/>	
3. Reduce or eliminate the use of chemical pesticides (only use certified products)	<input type="checkbox"/>	
4. Replace all aerosols with pump dispensers, if available	<input type="checkbox"/>	
5. Have adequate absorbent material to contain all possible spills such as hazardous materials, grease or leaking	<input type="checkbox"/>	
6. Keep outside garbage containers covered and away from storm drains	<input type="checkbox"/>	
7. Clean catch basins annually	<input type="checkbox"/>	
8. Locate all potential pollutants away from service and storage area	<input type="checkbox"/>	
Additional Practices:	YES	NO
9. Use low or no mercury fluorescent lights	<input type="checkbox"/>	<input type="checkbox"/>
10. Use environment friendly products (less toxic or biodegradable)	<input type="checkbox"/>	<input type="checkbox"/>
11. Use safer alternatives to potentially harmful products	<input type="checkbox"/>	<input type="checkbox"/>
12. Use certified organic or sustainable products	<input type="checkbox"/>	<input type="checkbox"/>
13. Use rechargeable batteries	<input type="checkbox"/>	<input type="checkbox"/>
14. Use unbleached or chlorine-free paper products	<input type="checkbox"/>	<input type="checkbox"/>
15. Use vegetable or other low-VOCs inks for printing	<input type="checkbox"/>	<input type="checkbox"/>
16. Use water based, high solids, low or no-VOC paint products	<input type="checkbox"/>	<input type="checkbox"/>
17. Use recycled or remanufactured products (like refilled cartridges)	<input type="checkbox"/>	<input type="checkbox"/>
18. Use electric (not gas) powered tools	<input type="checkbox"/>	<input type="checkbox"/>
19. Use low or no VOC paint products	<input type="checkbox"/>	<input type="checkbox"/>
20. Use natural or low emission building materials or furniture	<input type="checkbox"/>	<input type="checkbox"/>
21. Replace toxic permanent ink markers/pens with water-based ones	<input type="checkbox"/>	<input type="checkbox"/>
22. Regularly check and maintain storm drain openings and basins	<input type="checkbox"/>	<input type="checkbox"/>
23. Reduce carbon footprint	<input type="checkbox"/>	<input type="checkbox"/>
24. Establish pollution prevention Best Management Practices (BMP)	<input type="checkbox"/>	<input type="checkbox"/>
25. Develop leak and spill prevention measures	<input type="checkbox"/>	<input type="checkbox"/>
26. Any other practices to prevent pollution: _____		
Total Score for Pollution Prevention:		

Indoor Air Quality:		
Conservation Practices:	YES	NO
Additional Practices:		
1. Maintain ventilation of a minimum air exchange rate of 35%/hour	<input type="checkbox"/>	<input type="checkbox"/>
2. Open windows when vacuuming	<input type="checkbox"/>	<input type="checkbox"/>
3. Avoid use of chemical air fresheners and non-organic scented candles	<input type="checkbox"/>	<input type="checkbox"/>
4. Test for mold in the indoor area	<input type="checkbox"/>	<input type="checkbox"/>
5. Use covered garbage containers to avoid smell and fires	<input type="checkbox"/>	<input type="checkbox"/>
6. Use fan or air purifier to increase air exchange rate	<input type="checkbox"/>	<input type="checkbox"/>
7. Any other practices to indoor air quality: _____		
Total Score for Indoor Air Quality:		
Transportation & Delivery:		
Conservation Practices:	YES	
Required Certification Practices		
1. Have employees sign up for green transportation service (http://green.miamidade.gov/transportation.htm and http://www.1800234ride.com/template.php?sec=53)	<input type="checkbox"/>	
2. Keep company vehicles well maintained and encourage employees to do the same for their personal vehicles	<input type="checkbox"/>	
Additional Practices:	YES	NO
3. Offset company's transportation CO2 emissions	<input type="checkbox"/>	<input type="checkbox"/>
4. Arrange for a single vendor to make deliveries for several items	<input type="checkbox"/>	<input type="checkbox"/>
5. Cut shipping, packaging and transportation wastes by buying supplies from local vendors and buying in bulk	<input type="checkbox"/>	<input type="checkbox"/>
6. Encourage employees to carpool	<input type="checkbox"/>	<input type="checkbox"/>
7. Encourage employees bicycling to work by offering rebates	<input type="checkbox"/>	<input type="checkbox"/>
8. Enroll in a car share program — provide carpool parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
9. Have a company-owned vehicle to provide transportation to employees during the day (i.e. company meetings) and to provide transport to and from bus or train stops	<input type="checkbox"/>	<input type="checkbox"/>
10. Convert company vehicles to low emission (electric or hybrid vehicles)	<input type="checkbox"/>	<input type="checkbox"/>
11. Carefully plan delivery routes or commuter routes to avoid unnecessary trips	<input type="checkbox"/>	<input type="checkbox"/>
12. Convert or purchase company vehicles to use alternative fuel (i.e. biofuel) that comply with EPA renewable fuel regulations and standards, including GHG lifecycle reduction requirements (http://www.epa.gov/otaq/fuels/renewablefuels/regulations.htm)	<input type="checkbox"/>	<input type="checkbox"/>
13. Choose business locations that are close to public transportation	<input type="checkbox"/>	<input type="checkbox"/>
14. Offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes and idling in traffic	<input type="checkbox"/>	<input type="checkbox"/>

Transportation & Delivery:

Additional Practices:	YES	NO
15. Track fuel consumption for your fleet according to make, model, year, fuel type, annual vehicle miles traveled and gallons of fuel type for one year.	<input type="checkbox"/>	<input type="checkbox"/>
16. Offer electric vehicle charging stations at your business locations	<input type="checkbox"/>	<input type="checkbox"/>
17. Any other applications: _____		
Total Score for Transportation & Delivery:		

Communication & Education:

Conservation Practices:	YES
Required Certification Practices	
1. Track water and energy usage	<input type="checkbox"/>
2. Track solid and hazardous waste generation	<input type="checkbox"/>
3. Provide incentives or training opportunities to encourage employees to participate in the Green Business Program	<input type="checkbox"/>
4. Inform customers about your green business efforts	<input type="checkbox"/>
5. Adopt an environmental policy statement as a business commitment	<input type="checkbox"/>
6. Promote source reduction among employees	<input type="checkbox"/>
7. Encourage employees to make suggestions on green business	<input type="checkbox"/>
8. Establish a Task Force or "Green Team" to identify and review waste minimization	<input type="checkbox"/>
9. Commit resources to implement changes	<input type="checkbox"/>
10. Any other applications: _____	
Total Score for Communication & Education:	

Carbon Footprint Savings:

Conservation Practices:	Saturation (%) or Quantity	Impact Factor	Annual Savings
1. Upgrade central A/C SEER=15 for split system		0.042	
2. Increase cooling temperature by <u>3 degrees</u>		0.095	
3. Change air conditioner filter		0.083	
4. Upgrade dishwasher to Energy Star®		0.004	
5. Upgrade refrigerator to Energy Star®		0.075	
6. Upgrade freezer to Energy Star®		0.002	
7. Upgrade personal computer to Energy Star® product and use power management		0.124	
8. Reduce standby power losses for television		0.074	
9. Replace incandescent light bulbs with compact fluorescent light bulbs		0.582	
10. Save <u>4 gallons</u> of water per day by complying with water saving tips or installing water efficient fixtures		0.003	
11. Use standby model for all appliances		0.162	
12. Recycle 1 pound of paper		0.012	
13. Install motion sensor for lighting		0.127	
14. Any other practice in saving energy or water			
Total Savings for Carbon Footprint (metric tons of CO₂):			

- Annual Savings (MT CO₂/year/practice) = $\sum (UEC_i \times S_i \times PS_i \times EF_{\text{electricity}})$
- Impact Factor (MT CO₂/year/practice) = $\sum (UEC_i \times PS_i \times EF_{\text{electricity}})$

Where, UEC_i = average unit energy consumption of end use technology (kWh/year/practice)

S_i = saturation of end use technology (%) determined by inspector

PS_i = potential savings of end use technology (%)

$EF_{\text{electricity}}$ = green house gas emission factor for electricity (0.635 kg CO₂/kWh for Florida State)

Source:

California Energy Commission, 2009, Assessment of household carbon footprint reduction potentials.

World Resources Institute: <http://www.wri.org/>.

City of Chicago: http://www.chicagoclimataction.org/pages/savings_challenge/39.php

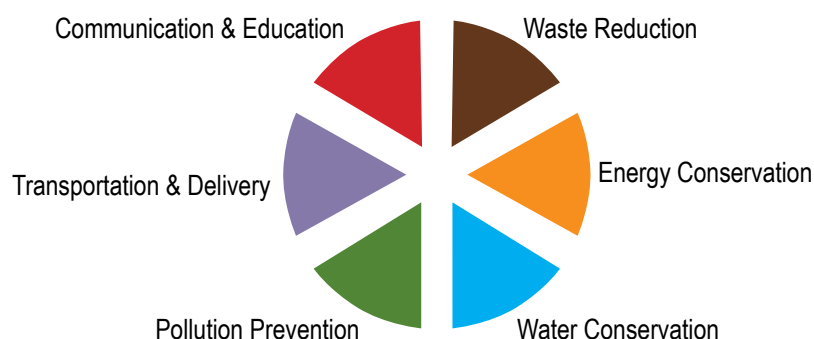
Summary:

I. HERE IS YOUR SCORE:

_____ /166 Points

Every required practice counts for 2 points and additional practices count 1 point each. Minimum of **86** points for meeting all requirement practices.

II. CONTRIBUTION DISTRIBUTION





III. GREEN INDEX

0-20%	20-40%	40-60%	60-80%	80-100%
≤ 32 points	33-64 points	65-97 points	98-129 points	130-166 points

IV. POTENTIAL SAVINGS OF CARBON FOOTPRINT

_____ Metric Tons of CO₂

V. FINAL RESULTS

-  **Congratulations!** Your score shows that you meet established criteria for Green Businesses. You will receive notification as soon as the Miami-Dade County Green Business Certification Program is approved.
-  **Sorry.** Your business needs to implement additional green practices to meet proposed certification standards. Please review the tips from the Green Business Guidelines and go through the audit again. The good news is that the program is still being developed and you have time to green your business!